

**From:** [Wang, Jonathan](#)  
**To:** [Payne, James](#)  
**Cc:** [Gray, David](#); [Taheri, Diane](#)  
**Subject:** Oil and Gas Environmental Conference Talking Points  
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**Attachments:** [RA Talking Points 11.28.2017 Oil and Gas Environmental Conference 2.0.docx](#)  
[Presentation Agreement.pdf](#)

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Hi Jim,

Hope you're doing well. I've been told that you will be speaking at the Nov 28 Oil and Gas Environmental Conference in place of Sam. Attached are his draft talking points. Feel free to tailor it as you see fit. Attached is also a form that has some logistical information.

There was a planning call last week and the gist was that the organizers would like you to arrive 1 hour before your scheduled speaking slot of 12:30 PM. So please arrive at the Royal Sonesta Galleria Houston Hotel by 11:30 PM. When you arrive, follow the signs for the conference and head to the check in table. There will be some folks waiting to receive you. At 11:45 AM, they'll run a mic check for you.

You'll be speaking from 12:30 – 1:00 PM. The draft talking points should be about 25 minutes, with the remainder allotted for a brief Q&A.

I've asked the organizers for an RSVP list and will send that to you when I receive it.

Here's the link for the conference in case you want to check out the agenda, other speakers, and hotel location.

<http://www.oilandgasconference.org/default.aspx>.

I'll be in touch as more info comes through. Let me know if you have any questions, thanks!

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